

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

<b>1. Post</b> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">USOECD</div>	<b>2. Agency</b> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">State</div>	<b>3a. Position Number</b> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">PC-2005</div>		
<b>3b. Subject to Identical Positions?</b> Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<b>4. Reason For Submission</b> <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <div style="border: 1px solid black; padding: 5px; display: inline-block;">Change of Incumbent</div>				
<b>5. Classification Action</b> a. Post Classification Authority Human Resources Office b. Other c. Proposed by Initiating Office	<b>Position Title and Series Code</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Administrative Clerk, FSN-105</div>	<b>Grade</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">6</div>	<b>Initials</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">[Signature]</div>	<b>Date</b> (mm-dd-yyyy) <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">07/01/13</div>
<b>6. Post Title Position (If different from official title)</b>		<b>7. Name of Employee</b>		
<b>8. Office/Section</b> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">USOECD</div>		<b>a. First Subdivision</b>		
<b>b. Second Subdivision</b>		<b>c. Third Subdivision</b>		
<b>9. Th</b> <b>re:</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin: 5px 0;"></div>	<b>10</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin: 5px 0;"></div>	<b>11. Ti</b> <b>re</b> <b>fo</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin: 5px 0;"></div>	<b>12</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin: 5px 0;"></div>	<b>d</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin: 5px 0;"></div>
Signature of Section Chief or Agency Head      Date (mm-dd-yyyy) <div style="border: 1px solid black; padding: 2px;">1/13</div>		e (mm-dd-yyyy)      this      e      if      '01/13 (mm-dd-yyyy)		
<b>13. Basic Function Of Position</b> This position provides basic secretarial and program support to the Economic Officers. Provides logistical support to 500-600 delegates that visit the OECD each year. Serves as back-up OMS to the Economic Counselor.				
<b>14. Major Duties and Responsibilities</b> <div style="float: right; text-align: right;">_____ % of Time</div> 25 % Ensures timely and complete flow of information related to the Economic Officers' participation in relevant OECD meetings, including Council and Executive Committee. Responsibilities include: finding, printing and collating meeting agendas, referenced OECD documents for discussion and background, USG instructions and guidance, and other supporting background information, and compiling into briefing books; tracking and forwarding post-meeting Member comments and document revisions; formatting, editing and posting U.S. comments on OECD Extranet; and culling through papers so as to file them accessibly and in accordance with State record-keeping guidelines. Keeps abreast of developments to be able to respond to routine information requests within and outside the Mission, and to support other duties.				

15. Qualifications Required For Effective Performance

a. Education

Two years of college studies or technical training in secretarial science, general administration or management is required.

b. Prior Work Experience

At least 2 years of experience performing administrative duties is required.

c. Post Entry Training

Department of State-specific computer software applications (e-forms, SMART, etc.), OECD On-Line Information System software applications

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
English: level 4 is required

e. Job Knowledge

Good knowledge of office correspondence procedures, English grammar, spelling, format, punctuation, etc. Good knowledge of Microsoft Word, Excel, Outlook, Powerpoint.

f. Skills and Abilities

Excellent organizational skills. Ability to identify and set priorities, handle a multitude of tasks accurately under tight deadlines with little supervision. Ability to work under pressure. Good interpersonal skills. Ability to be a team player. Ability to be service-oriented. Ability to establish rapport with people easily. Ability to deal with VIP visits and special requests. Good computer skills. Ability to work independently. Ability to use the OECD OLIS computer system.

16. Position Element

a. Supervision Received

Supervised by the Economic Counselor of the U.S. Mission to the OECD.

b. Supervision Exercised

None.

c. Available Guidelines

Department of State correspondence handbook, Foreign Affairs Manuals, Federal Regulations, management memos, and written Mission procedures.

d. Exercise of Judgment

Good sense of judgment is required to adjust priorities to meet requests from supervisory personnel. Good judgment is required to manage priorities and exercise discretionary decisions on the spot.

e. Authority to Make Commitments

Has the authority to make commitments pertaining to section-related internal administrative matters.

f. Nature, Level, and Purpose of Contacts

Assists and provides logistical support to visiting Washington delegates and VIPs. Working-level contacts in OECD Directorates for Labor, Governance, Economic Development and Industry, OECD member delegations and U.S. Embassy Paris. Working level contacts with vendors, hotel and restaurant staff to arrange representational events and meetings.

g. Time Expected to Reach Full Performance Level

One year

### Addendum 1

25 %

Manages U.S. delegate/visitor process for 500-600 delegates annually, including coordinating country clearance, delegate accreditation and registration, Mission access, hotel and transport logistics, instructions, bilateral meetings, and catering and interpreting arrangements, as necessary. Uses the Internet and OECD OLIS system to locate, retrieve, and disseminate information to appropriate Economic Officers.

10%

Develops and maintains contacts in USG agencies in Washington, the US Embassy in Paris and OECD Secretariat, Directorates and Committees and other OECD Member delegations in order to obtain or provide work-related information and technical support and to respond to information or logistical inquiries.

15 %

Monitors and distributes incoming phone calls, cables, message and documents on the unclassified computer system: INtraNet/OpenNet, State SMART system, OLIS and a variety of relevant email systems flagging priority or high-interest items for Officers or USG delegates, and reading and posting items to OECD Extranet. Drafts, edits, formats, circulates for clearance and sends routine cables, memoranda and correspondence for the Economic Officers as well as for reporting cables drafted by Washington-based delegates.

5 %

Maintains calendars for the Economic Officers posting new appointments, scheduling meetings, and responding to invitations. Maintains organized filing system; retrieves files or documents, as requested. Prepares travel orders and prepares/files vouchers related to official travel or representation activities of the Advisors.

10 %

Assists with arranging representational events for the Officers and Washington delegations, including making restaurant reservations and coordinating with caterers, suppliers, etc. Provides staff support to the Mission for high-level meetings, including VIP visit requirements, control room set-up or staffing, and arranging bilateral or side meetings.

10 %

Coordinates with others in the Economic Section and the TMM Section regarding the ordering of office supplies and publications, maintenance or repairs of equipment, arranging transportation, and other matters, as required. Serves as regular back-up to the OMS to the Economic Counselor or, as required, back-up to other Economic or Front Office OMS.